

DoD Space Planning Criteria for Health Facilities

Education and Training

2.3.1. PURPOSE AND SCOPE:

This section provides guidance for the space planning criteria for the education and training activities in DoD medical facilities.

2.3.2. DEFINITIONS:

Administrative Personnel: Administrative personnel are all personnel who do not counsel, diagnosis, examine or treat patients, but who do work that is essential for the accomplishment of the missions of a medical treatment facility. This does include military (assigned and borrowed), contract and civilian personnel. It does not include volunteers.

Education and Training: The administrative section responsible for managing the education and training of the staff in a medical facility. This training or education is provided to staff members to fulfill a number of needs to include: continuing medical education, phase two training for enlisted skills, new employee training and new procedures training.

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual.

Office: Room Code OFA01 is a private office outfitted with standard office furniture. Room Code OFA02 is a private office outfitted with systems furniture. Room Code OFA03 is a cubicle outfitted with systems furniture.

Skills Laboratory: This is a training room, which is a “mock-up” of a patient bedroom, complete with the bed, the headboard, privacy curtain and all other equipment typically found in a patient bedroom. The room is larger than a single bedroom to accommodate the instructor and students. It is in this room that new employees are provided training, often in the standard operating procedures for treatment of an inpatient.

2.3.3. POLICIES:

Education and Training: Each freestanding clinic, hospital, and medical center will have an Education and Training area.

2.3.4. PROGRAM DATA REQUIRED:

Is there a staffed Education and Training Department?
 How many FTE's are there in this Department?
 How many phase two training programs are there in this facility?
 Is this for a hospital, a Medical Center or a free standing clinic?
 List the administrative personnel to ensure a total personnel count.

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2.3.5. SPACE CRITERIA:

NOTE: GP indicates that a guideplate exists for that particular Room Code.

FUNCTION	ROOM CODES	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	
Chief, Training and Education	OFA01	11.15	120	Private office, Standard Furniture. One per department.
	OFA02	11.15	120	Private office, Systems Furniture. Per projected FTE.
NCOIC/LCPO/LPO/SMT Office	OFA01	11.15	120	Per projected FTE.
	OFA02			
Training Personnel Cubicle	OFA03	5.57	60	System furniture cubicles, per projected FTE.
Classroom	CLR01	55.74	600	Includes table, chairs. One per hospital and freestanding clinic; two per medical center. Includes area for instructor and screen (100 nsf) and seating (40 seats). Classrooms should be sub dividable.
	CLR02			Includes writing arm chairs.
Classroom	CLR01	37.16	400	Includes table, chairs. One per hospital,.
	CLR02			Includes writing arm chairs.
Classroom, 2 Bedroom mock-up	CLR04	33.44	360	If in concept of operations
Computer Training	CLR03	13.01	140	Minimum. Four stations, add 20 nsf for each additional station. Maximum 480 nsf.
Storage	SRSE1	9.29	100	One per clinic..
		18.58	200	One per hospital or medical center.
File room.	FILE1	11.15	120	One per department.
Audio/Visual Supply Room	SRSE1	5.57	60	One per department.
Toilets	TLTU1	5.57	60	.Two unisex.
	TLTF2	16.72	180	Hospital or med center. Three WC; two lavs plus 15 nsf for vestibule and 15 nsf for handicap
	TLTM2	13.94	150	Hospital or med center. One WC; two UR, two lavs plus 15 nsf for vestibule and 15 nsf for handicap.